

RMS

See memo 1-3-3

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Shelf Filing

Chief, Physical Security Division,
Office of Security 1416 "I"

16 March 1961

Chief, Records Management Staff
Management Staff

Commercial Vendor Access to Room 308,
1717 H Street

1. We have scheduled an Open Shelf Filing Workshop to be presented in room 308, 1717 H Street, N. W., beginning 5 April 1961. At this workshop we will have shelf filing equipment on display from six local filing equipment representatives.

2. Will you kindly arrange for these representatives to enter the building by the freight elevator with their filing equipment on 24 March 1961. [] will be at the building to supervise the installation.

STAT

[]

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Distribution:

Orig -& 1 - addressee

1 - RMS (Case File : O/S

[Signature]
2/16

STAT

Mgt/S/RMS/DR&SB/F

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16 March '60)

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